



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 19, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 20, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, February 2, 2017**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III Senior Contract Compliance Analyst
Region 1/District 1/Executive-Contract Compliance
Office of Highways Project Implementation
Schaumburg

Attachments
41249

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 2, 2017, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager III	Salary:	\$4,670 - \$6,483*
Position Title:	Senior Contract Compliance Analyst	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW413-23-51-001-00-02	IPR#:	41249

Office/Central Bureau/District/Work Address:

Office of Highway Project Implementation/Region One/District One/Executive-Contract Compliance/201 W. Center Ct, Schaumburg, IL

Description Of Duties:

This position compiles, analyzes and writes reports on a wide variety of data reflecting the utilization of women, minorities, trainees, veterans and local hires (DBE/WBE) by construction consultants/contractors and the participation of Disadvantaged and Women's Business Enterprises in highway construction. S/He sets a number of program goals; implements Equal Opportunity, Affirmative Action, and Labor Compliance provisions; applies Davis Bacon/DBRA regulations; and ensures the usage of the rules and regulations governing participation of DBE/WBE businesses applying to all City of Chicago, Cook County and other local agency state-supervised construction projects.

Special Qualifications:

Required:

- Valid driver's license
- Occasional districtwide and statewide travel with overnight stays

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in business, statistics, sociology and/or public administration
- Four years experience in business or public administration or equivalent combination of experience and training, with some knowledge of the DBE/WBE program policy and regulations
- Ability to analyze data from multiple sources and accurately compile into report(s)
- Strong oral and written communication skills; and strong organizational skills
- Working knowledge of personal computer software, including Microsoft Office
- Ability to work independently
- Ability to plan and direct the efforts of resources for the efficient accomplishment of program objectives
- Ability to foster and maintain harmonious and cooperative relationships with staff, contractors, consultants, other governmental agencies and the general public

Shift/Remarks:

7:15 am – 3:30 pm / Monday – Friday (45 minute lunch)

****Overtime during construction season and as needed for the completion of special projects may be necessary****

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	July, 2016	POSITION:	Senior Contract Compliance Analyst
APPROVED BY:	Philippe Victor	OFFICE/DIVISION:	OHPI/District One/Executive-Contract Compliance
CODE:	PW413-23-51-001-00-02	REPORTS TO:	Contract Compliance Officer

Position Purpose

This position is accountable for leading in the compiling, analyzing and writing of reports on a wide variety of data reflecting the utilization of women, minorities, trainees, veterans and local hires by construction consultants/contractors and the participation of Disadvantaged and Women's Business Enterprises in highway construction. This position is also responsible for: setting a number of program goals; preparing reports that describe and explain the status of the various programs; implementating the Equal Opportunity, Affirmative Action, and Labor Compliance provisions that apply to all City of Chicago, Cook County and other Local Agency state-supervised construction projects; and the rules and regulations governing participation of Disadvantaged and Women's businesses and the utilization of women and minorities in the workforce.

Dimensions

Number of Contracts:	800-1,000 Annually
Value of Contracts:	\$100-\$800+ Million Annually
DBE/WBE Contractors:	500-800
Subcontract Requests:	500+ Annually
City of Chicago Contracts:	20+ Annually
Cook County Contracts:	3+ Annually

Nature and Scope

This position reports to the Contract Compliance Officer as does the Senior Contract Compliance Representatives, the Contract Compliance Representatives, the Contract Compliance Analysts, an Office Associate and the Resource Center(s) Staff.

This position functions in an environment where there are 800 to 1,000 contracts at a time, and countless subcontracts which immeasurably increase the difficulty of ensuring the completeness and accuracy of data reflecting the use by contractors of women and minorities on State and Federal projects and the participation by Disadvantaged and Women Business Enterprises in highway construction. Because of the existence of large groups of minorities in this region, this is a particularly sensitive political and economic issue. This position is also responsible for ensuring contractor adherence to numerous State and Federal rules and regulations governing Equal Employment Opportunity and Labor Compliance programs and participation by disadvantaged and women's businesses in highway construction on Federally funded City of Chicago, Cook County and other Local Agency state-supervised construction projects.

Typical problems encountered in this position include: being able to quickly and accurately prepare last minute requested reports; determining the best way to select and classify large quantities of data so that it can be easily translated into a wide variety of report formats required by IDOT Central Office, the Federal Highway Administration, the Department of Labor and the Urban Mass Transit Agency; determining, from an assortment of contractor and consultant payroll accounts and personnel records, compliance with guidelines governing women and minority usage and Disadvantaged and Women Business Enterprise participation; developing statistical techniques that will enable accurate forecasting of the degree of future usage and participation.

Senior Contract Compliance Analyst

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The greatest challenge to this position is ensuring that contractors report accurate, complete and timely data. Ensuring the functionality of the City of Chicago, Cook County and other Local Agencies on state-supervised contracts in determining the most effective means of inspection and evaluation to ensure contractor compliance with Equal Opportunity, Labor Compliance and disadvantaged business standards; determining the adequacy of contractor minority training programs; and resolving the differences with contractors regarding the regulation of Labor Compliance and Equal Opportunity guidelines. In addition, ensuring that all concerned parties, City of Chicago, Cook County and State personnel, contractors, and subcontractors are optimizing their efforts to comply with Equal Opportunity and Labor Compliance requirements and standards for participation by disadvantaged and women's businesses, and the utilization of minorities in the workplace. Maintaining liaison with all affiliated governmental agencies, contractors, consultants, community groups pertaining to projects where IDOT have oversight of Federally funded projects with IDOT sub-recipients.

The incumbent leads in preparing and formatting reports for minority, women, trainees, local hires, veterans, small business training programs and special interest community meetings; acts as a clearing house for pertinent information for the Illinois Department of Transportation, Cook County, the City of Chicago, and other Local Agency state-supervised contractors, consultants and minority, women and small businesses; reviews reports for completeness and accuracy and verifies data by examining and verifying consultant and contractor records; edits and enters data into the computer system; helps coordinate the activities of the unit; ensures completed reports meet all requirements of the receiving agencies; prepares statistical data to be used in public meetings, hearings and speeches by District and Departmental management as assigned; and acts as the Computer Administrator for the district headquarters.

Though guidelines for final reports are largely prescribed as to content and format, the incumbent is expected to use considerable judgment and discretion in selecting, classifying and applying appropriate computations to prepare these reports and forecast future trends.

The incumbent is expected to develop and maintain effective contacts with contractors, subcontractors, District and Central Office personnel and Federal Highway Administration personnel in discussing and evaluating report format and content. Overtime during construction season and as needed for the completion of special projects may be necessary. Some district-wide and state-wide overnight travel is required for this position.

The effectiveness of this position is measured by: the degree to which reports reflect District compliance with guidelines covering minority and women utilization by contractors and participation in highway construction by Disadvantaged and Women Business Enterprises; the absence of deficiency citations in Departmental or Federal inspections; and the District's compliance with assigned standards regarding participation by disadvantaged and women's businesses.

Principal Accountabilities

1. Ensures the completeness and accuracy of all data received and reports prepared and entered.
2. Ensures City of Chicago, Cook County and other Local Agency state-supervised contracts are compliant with Contract Special Provisions relating to EEO and Labor Compliance, Affirmative Action, the DBE/WBE Program and Davis Bacon/DBRA.
3. Alongside City of Chicago, Cook County and other Local Agency staff on state-supervised contracts, aids contractors in maintaining pre-assigned minority representation and devises actions to remedy deficiencies.
4. Helps set various District goals and applies statistical techniques to project future compliance with guidelines.
5. Analyzes the DBE/WBE Affirmative Action program and Veteran program to ensure that the goals, as set by IDOT Central Office, are met.
6. Assists in coordinating workshops and seminars for the Contract Compliance Department.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.